

U. S. Department of Housing and Urban Development

Office of Public and Indian Housing

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Special Attention of:	NOTICE PIH 2000-39(HA)
Secretary's Representatives,	
State/Area Coordinators,	Issued: August 23,
2000	
Directors of Public Housing,	
Executive Directors of Public Housing	Expires: August 31,
2001	

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Subject: Annual Resident Survey for the Public Housing Drug Elimination Program (PHDEP)

**1. PURPOSE:**

This notice provides instructions and clarification of existing policy for conducting Annual Resident Surveys for the Public Housing Drug Elimination Program (PHDEP).

**2. BACKGROUND:**

In the Federal Register Notice FR 4451N-03 published May 12, 1999, Withdrawing and Reissuing the FY 1999 Notice of Funding Availability for the Public Housing Drug Elimination Program, housing agencies were required to include in their plans and budget, contracting with an independent survey organization to conduct an annual resident survey in the targeted development(s) or area(s), the results of which were to be reported in the PHDEP Semi-Annual Performance Reporting System. PHDEP grantees were also required to conduct an Annual Survey of Residents in PHDEP-targeted development(s) or area(s) (using questions provided in Appendix 1 of the Guidebook) to survey enough households to achieve 400 completed interviews.

**3. POLICY CHANGE:**

Effective immediately, housing agencies are instructed to conduct a Statistical Sampling Survey of the adult residents (one per household) who have lived in the PHDEP-targeted area(s) for a year or more at the time of the interview (survey). Housing agencies will not be required to hire an

independent survey organization to conduct an Annual Resident Survey in the targeted

development(s)/area(s) as prescribed in the Federal Register Notice FR 4451N-03 and the PHDEP Semi-Annual Performance Reporting System Guidebook.

#### **4. SURVEY GUIDELINES:**

Grantees are required to conduct an annual survey of residents of PHDEP-targeted development(s) or area(s). Annual survey results must be reported in the January Semi-Annual PHDEP Performance Reporting System.

In the administration of the resident survey, it is important to achieve a 25 percent response rate and to consider the sources of error in order to yield accurate results. There are four key sources of error to consider when surveys are conducted. The first type of error is Coverage error which occurs when the list from which a sample is drawn is incomplete. The second type of error is Sampling error. This error occurs when researchers survey only a subset or a sample of all the available people. The third type of error is Measurement error. Measurement errors occur when the answer to a given question is inaccurate or cannot be compared in any useful way to other answers. The fourth type of error is the non response error. This error occurs when a significant number of people in the sample do not respond to the survey.

##### ***To minimize Coverage error:***

Make sure everyone in the targeted development(s) has an equal or known chance of being selected for the sample.

Make sure the characteristics of the people selected in the sampling process, but who do not participate in the

survey, are similar to the characteristics of those who do.

***To minimize Sampling error:***

To be eligible for the survey, a respondent in a household should be an adult and have lived in the PHDEP-targeted development(s) for at least one year. Only one person can be surveyed per household. Make sure the sample is large enough to yield the desired level of precision. *The sample size is defined as the number of complete and usable surveys.* The table below provides a breakdown of the required sample size based on the number of units/households

in the PHDEP targeted development(s) and the required number of surveys to be administered in order to yield the appropriate sample size.

**Public Housing Survey Information Table**  
(based on a 25% response rate)

Number of Units	Number of Surveys to Send	Number of Responses Needed
1	1	1
2	2	2
3	3	3
4	4	4
5-6	5	5
7	7	6
8-9	8	7
10-11	10	8
12-13	12	9
14-16	14	10
17-18	17	11
19-21	19	12
22-25	22	13
26-29	26	14
30-34	30	15
41-47	41	17
48-56	48	18
57-67	57	19
68-81	68	20
82-101	82	21
102-130	88	22
131-175	92	23
176-257	96	24
258-449	100	25
450-1,461	104	26
>1,481*	108	27

\*The **Number of Surveys to Send** stays the same after 1,481 households.

***To minimize Measurement errors:***

There are four sources of measurement error. They are the survey method, the questionnaire, the interviewer and the respondent. For purposes of the annual PHDEP survey, the questions are already provided in Appendix 1 of the PHDEP Semi Annual Performance Reporting System Guidebook. Therefore this section will address minimizing errors based on the survey method.

There are three primary survey methods that can be employed. They are 1) the mail survey, 2) telephone interviews, or 3) face to face interviews. The method selected should be the most cost effective. The

recommended approach is mail followed by telephone or face to face interviews. When

using this multi-method approach, ensure that the questions are asked the same way by the interviewer and that the respondents are not asked the questions in a leading manner.

***To minimize Non response errors:***

It is important to keep an accurate list of the households to whom surveys were mailed. Cross reference the survey responses received daily. After two weeks begin telephone follow up and schedule telephone and face to face interviews.

**5. FOR FURTHER INFORMATION AND TECHNICAL ASSISTANCE:**

If you have questions regarding survey procedures or would like additional advice, please contact HUD's Drug Information Strategy Clearinghouse (DISC) at 1 (800) 955-2232.

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Harold Lucas  
Assistant Secretary for Public  
and Indian Housing